

U.S. DEPARTMENT OF ENERGY

NEVADA OPERATIONS OFFICE

POLICY

NV P 251.1

4-30-98

**Subject: DOE NEVADA OPERATIONS OFFICE (DOE/NV) DIRECTIVES SYSTEM
POLICY**

PURPOSE

To provide a DOE/NV Supplemental Directives system that communicates local policies, requirements, and procedures for work performed within the DOE/NV complex. Supplemental Directives include Policy Statements, Orders, Notices, Manuals, and Guides.

The DOE/NV Directives System is undergoing a major change as a result of streamlining the process. A DOE/NV hierarchy of controlled documents will be created. As part of this effort, we are phasing out the Nevada Test Site Standard Operating Procedures (NTS-SOP) and the Procedural Instructions (PI). The information contained in these documents will be consolidated and incorporated into DOE/NV Supplemental Directives, e.g., NV Orders and Manuals, as required.

The existing NTS SOPs and PIs will remain in effect until canceled or otherwise superseded by the appropriate DOE/NV Directives System document.

SCOPE

The provisions of this Policy Statement apply to all DOE/NV organizational elements, contractors, laboratories, and associated agencies performing work under the purview of DOE/NV.

REFERENCES

This Policy statement complements and is consistent with the DOE Policy 251.1, dated 3-19-96; DOE Order 251.1, and DOE Manual 251.1-1, dated 10-16-95, which describes how DOE policies and requirements are developed and communicated throughout the department.

INITIATED BY:
Office of the Assistant Manager for
Business and Financial Services

POLICY

The policy of DOE/NV is to use supplemental DOE/NV Directives to establish and communicate a consistent and effective management system for the DOE/NV complex. The Directives Management System will be used for the development, communication, implementation, and periodic review of these documents. These Directives do not change any requirements of DOE Directives, but contain requirements that supplement DOE Directives which are unique to DOE/NV operations. The following principles govern the DOE/NV Directives System:

1. Supplemental Directives (Policy Statements, Notices, Orders, Manuals, and Guides) for local use are issued to address local policy, requirements, and procedures not covered by DOE Directives.
2. DOE/NV will seek full participation and input from DOE/NV organizations, contractors, and affected parties, where possible, and use consensus in the development of the Supplemental Directive.
3. The Supplemental DOE/NV Directives may be used to establish requirements applicable to DOE/NV contractors. Contractor requirements will be contained in a Contractor Requirements Document (CRD) as an attachment to DOE and NV Directives. The CRDs will become binding on contractors when integrated into their contracts through Work Smart Standards.
4. The DOE/NV Work Smart Standards Change Review Group will determine which CRDs will be adopted as DOE/NV Work Smart Standards and included in DOE/NV contracts.
5. DOE and NV Directives govern the performance of work by DOE/NV federal employees.
6. Offices and divisions internal procedures applicable to employees within those offices and divisions are exempted from the provisions of this Policy.

RESPONSIBILITIES

The DOE/NV Directives System is managed by the Communication Services Division, Office of the Assistant Manager for Business and Financial Services. The Directives Management Center, telephone number (702) 295-4065, is the central point of contact for all Directives-related functions.

G. W. Johnson
Manager